PAYMENT REQUEST



CITY OF EL PASO

DAILY BUSINESS MILEAGE LOG/REIMBURSEMENT REQUEST

FUND/DPT. /DIVISION/PROGRAM CODE/GRANT/PROJECT						
EMPLOYEE'S TITLE				N A M E		
A P P R O V E D			EM	EMPLOYEE ID#		
		DEPARTMENT HEAD	(or Supervisor)	PAYMENT AMOUNT\$		
P A G E	O F	DATE OF REQUEST				
DATE	ODOMETER START	O D O M E T E R END	TOTAL MILES FOR THE DAY	MILEAGE RATE	TOTAL AMOUNT DUE FOR THE DAY	PURPOSE (EVENT, LOCATION, ETC.)
					\$	
ALL MILEA	GE CLAIMED ON TH	IS LOG			<u> </u>	
WAS TRAVELED IN PURSUIT OF CITY OF EL PASO BUSINESS Mileage Rate based on IRS current posting					AMOUNT REIMBURSED \$	

Go to http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates for Mileage Rates